

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Bruce Taylor/954-327-3748

PREPARED BY: Heidi Cavicchia

SUBJECT: Resolution

AFFECTED DISTRICT: Townwide

TITLE OF AGENDA ITEM:

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE AWARD OF THE BID FOR LOCATING AND MARKING UNDERGROUND FACILITIES TO CRAIG A. SMITH & ASSOCIATES, INC.

REPORT IN BRIEF:

This request is to hire a firm to locate and mark underground utilities on an as needed basis. The Town is required per State Statute #556.103 to locate underground utilities for any person performing excavation within the Town. These utility locates prevent contractors from damaging or breaking underground utility lines. This, in turn, prevents health and safety issues. For example a broken water line can reduce or eliminate fire protection or introduce contaminants into the water supply which would require a boil water notice to be issued. A broken sewer line could expose the public to raw sewage.

The Town solicited sealed bids for these services. The Town sent bid specs to six (6) potential bidders and received two responses – one (1) and one (1) no bid. Craig A. Smith and Associates, Inc. was the only bidder. Craig A. Smith & Associates has been providing locating services in the Town of Davie for the past two years under a Broward County contract which has since expired and has become familiar with the location of our lines. We have examined the vendor and find the company to be a responsive and responsible firm.

Although the total bid price was \$99,766.90, quantities were estimated for bidding purposes only. We feel confident that the approximate cost of \$80,000 on the procurement authorization will be adequate to cover our expenses for each fiscal year.

PREVIOUS ACTIONS: None

CONCURRENCES: N/A

FISCAL IMPACT:

Has request been budgeted? Yes

If yes, expected cost: \$80,000/year

Account Name: Contractual Services – 040-1058-536-0306

RECOMMENDATION(S):

Motion to approve the Resolution

Attachment(s): Resolution, Utilities Department Recommendation, Procurement Authorization, Bid Opening Report, Costs of Services Proposal, Form W-9, Town of Davie Vendor/Bidder Disclosure, State of Florida Public Inquiry, State of Florida

RESOLUTION NO. R-2006-____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE AWARD OF THE BID FOR LOCATING AND MARKING UNDERGROUND FACILITIES TO CRAIG A. SMITH & ASSOCIATES, INC.

WHEREAS, the Town is in need of a service to locate and mark underground facilities for the Utilities Department; and

WHEREAS, the Town solicited sealed bids for this service;

WHEREAS, after review, the Town Council wishes to accept the bid from Craig A. Smith and Associates, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby accepts the bid of Craig A. Smith and Associates, Inc.

SECTION 2. The Town Council hereby authorizes the expenditure from the Utilities Department – Contractual Services account.

SECTION 3. The initial contract term is a three (3) year term with an option to extend the contract for two (2) additional two (2) year terms by mutual agreement of the parties. Contract extensions, if appropriate, will be subject to approval by Town Council

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2006.

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2006.



Administration	797-1030	Parks & Recreation	797-1145
Budget & Finance	797-1050	Police Department	693-8200
Development Services	797-1111	Public Works	797-1240
Engineering	797-1113	Town Clerk's Office	797-1023
Fire Department	797-1090	Utilities	327-3742
Human Resources	797-1010		

TOWN OF DAVIE UTILITIES 6591 Orange Drive, Davie, Florida 33314-3399 (954) 327-3742

MEMORANDUM

TO: Herb Hyman, Procurement Manager

FROM: Bruce Taylor, Utilities Director *BT*

DATE: September 7, 2006

RE: Bid Recommendation – Locating and Marking Underground Facilities

The Utilities Department would like to recommend awarding the bid to Craig A. Smith & Associates for locating and marking underground facilities. Craig A. Smith was the only bidder for this contract. Craig A. Smith and Associates has been providing locating services to the Town for the past two years, has become familiar with the location of our lines, and we feel they have been doing an exceptional job in keeping up with locate requests and accurately marking lines to minimize damage to our facilities.

If you need additional information, please contact me.

:hkc

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER	BUDGET ITEM & DESCRIPTION	APPROXIMATE COST
040-1058-536-0306	Underground Utility Locating & Marking	\$80,000 (FY 06/07)

METHOD OF PROCUREMENT (check the one that applies)

- ☒ Open Competitive Bidding
☐ Piggyback on Contract Number _____
☐ Sole Source
☐ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed Bene Taylor
Department Head

Have Funds been Reserved N/A
 Date 7/25/06 Signed CANNOT ENCUMBER FUNDS FROM FY 06/07

Signed [Signature]
Town Administrator

BIDS SUBMITTED

VENDOR	COST
CRAIG A. SMITH & ASSOCIATES, Inc. INTRA MAP	\$99,766.90 No Bid

Signed [Signature]
Procurement Manager

BID SPECIFICATION COMMITTEE'S RECOMMENDATION

Vendor	Cost
CRAIG A. SMITH & ASSOCIATES, Inc.	\$99,766.90

BID OPENING REPORT

BID NAME: UNDERGROUND UTILITY LOCATING & MARKING

TIME: 2:12

BID NUMBER: B-06-117

DATE: 8/24/06

ESTIMATED COST: \$80,000/yr

NO.	CONTRACTOR'S NAME	BID AMOUNT	COMMERCIAL RANKING
1.	CRAIG A. SMITH	99766.90	1
2.	INFRA MAP	No Bid	✓
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

REMARKS

NOTE: THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED, AND BID TOTALS ARE SUBJECT TO CORRECTION AFTER THE BIDS HAVE BEEN COMPLETELY REVIEWED.

THIS IS ONLY A FINANCIAL RANKING OF ALL THE BIDS RECEIVED. THE USING DEPARTMENT IS RESPONSIBLE FOR REVIEWING THE BIDS FOR COMPLIANCE WITH ALL THE BID SPECIFICATIONS PRIOR TO SUBMITTAL OF LETTER OF RECOMMENDATION.

PURCHASING OFFICIAL: [Signature]

DATE: 8/24/06

WITNESS: [Signature]

DATE: _____

LOCATE / MARK UNDERGROUND FACILITIES

TO: Owner

All blanks have been filled in, BID SHEET is attached to the completed "Invitation For Bid" and returned herewith. In accordance with all terms, conditions, specifications and requirements, the bidder offers the following (estimated quantities are for bidding purposes only):

Item #	Estimated Annual Quantity	Unit	Description of Service	Unit Price	Item Total
1	<u>2,500</u>	EA	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator. See Attachment "B" - Standard Locate	<u>\$ 16.50</u>	<u>\$ 41,250.00</u>
2	<u>200</u>	EA	Locates with Ground Penetrating Radar (GPR) and Mark City Owned Facilities. See Attachment "B" - GPR Locates	<u>\$ 125.00</u>	<u>\$ 25,000.00</u>
3	<u>100</u>	EA	Locate with Vacuum Digging (POT-HOLING) and Mark City Owned Facility. See Attachment "B" - Potholing.	<u>\$ 170.00</u>	<u>\$ 17,000.00</u>
4	<u>100</u>	EA	Placement of Electronic Markers after a line has been exposed through Vacuum Digging. Owner to supply Electronic Markers. See Attachment "B" - Placement of Electronic Markers.	<u>\$ 0.01</u>	<u>\$ 1.00</u>
5	<u>200</u>	EA	The taking of GPS coordinates utilizing sub-meter equipment. See Attachment "B" - GPS Coordinates.	<u>\$ 50.00</u>	<u>\$ 10,000.00</u>

LOCATE / MARK UNDERGROUND FACILITIES

6	<u>10</u>	EA	Emergency - Standard Locate 5:00 p.m. - 5:00 a.m. Weekdays and all day Saturday & Sunday. See Attachment "B" - Emergency Locates.	<u>\$ 1.00</u>	<u>\$ 10.00</u>
7	<u>2,500</u>	EA	Electronic Ticket Management. Receipt and Delivery of Request to Locate tickets from Sunshine State One Call.	<u>\$ 0.60</u>	<u>\$ 1,500.00</u>
8	<u>2,500</u>	EA	Screened and Cleared Tickets. Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc. See Attachment "B" - Screen & Clear Tickets.	<u>\$ 2.00</u>	<u>\$ 5,000.00</u>
9	<u>1</u>	SF	Radar Tomography Services. Perform Radar Tomography services for small surface area at least 1000 SF to a maximum of 5000 SF. Price per SF. See Attachment "B" - Radar Tomography (small area).	<u>\$ 1.50</u>	<u>\$ 1.50</u>
10	<u>1</u>	SF	Radar Tomography Services. Perform Radar Tomography services for medium surface area at least 5001 SF to a maximum of 25000 SF. Price per SF. See Attachment "B" - Radar Tomography (medium area).	<u>\$ 0.70</u>	<u>\$ 0.70</u>
11	<u>1</u>	SF	Radar Tomography Services. Perform Radar Tomography services for large surface area at least 25001 SF and greater. Price per SF. See Attachment "B" - Radar Tomography (large area).	<u>\$ 0.45</u>	<u>\$ 0.45</u>



LOCATE / MARK UNDERGROUND FACILITIES

Arrayed Inductive Receiver
System - Deep Pipe Locates.
Perform A.I.R. System locates
for deep facilities (greater than
12' in depth) over a surface
area of at least 1000 SF to a
maximum of 5000 SF. Price
per SF. See Attachment "B" -
A.I.R. System Locates.

12 1 SF

\$ 3.25 \$ 3.25

Total for One (1) Year Usage

\$ 99,766.90

Submission of a Bid will be construed that the Bidder is acquainted sufficiently with the work to be performed.

Acknowledgment is hereby made of the following Addenda or Amendments (identified by number) received since issuance of this bid:

NAME OF COMPANY: CRAIG A. SMITH & ASSOCIATES

AUTHORIZED SIGNATURE: 

By signing this bid sheet the firm is agreeing to the terms and conditions of the Invitation for Bid.



LOCATE / MARK UNDERGROUND FACILITIES

In accordance with "Special Instructions to Bidder" indicate if an exception to insurance requirements is being requested. Be specific and state reason: NONE

WOULD YOU ACCEPT CREDIT CARDS AS PAYMENT FROM Owner? YES " ☒ NO " ☐

THE UNDERSIGNED BIDDER WILL EXTEND THE SAME PRICE, TERMS AND CONDITIONS TO OTHER GOVERNMENTS LOCATED IN BROWARD COUNTY DURING THE PERIOD COVERED BY THIS CONTRACT, IF REQUESTED.

YES " ☒ NO " ☐

WILL THIS PRICING BE EXTENDED TO OTHER GOVERNMENTS LOCATED IN DADE OR PALM BEACH COUNTIES?

YES " ☒ NO " ☐

OTHER GOVERNMENTS LOCATED WITHIN THE STATE OF FLORIDA? YES " ☒ NO " ☐

ACKNOWLEDGMENT IS HEREBY MADE OF THE FOLLOWING ADDENDA OR AMENDMENTS (IDENTIFIED BY NUMBER) RECEIVED SINCE ISSUANCE OF THIS BID:

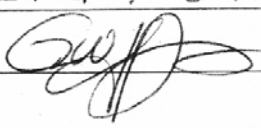
E-MAIL ADDRESS: gjeffries@craigasmith.com

CELLULAR #: 754-224-1672

FEDERAL TAX ID #: 59-2010476

REMIT ADDRESS: PO Box 9845
FORT LAUDERDALE, FL 33310-9845

NAME OF COMPANY: CRAIG A. SMITH & ASSOCIATES

AUTHORIZED SIGNATURE: 

LOCATE / MARK UNDERGROUND FACILITIES

BID SHEET

Bid submitted by:


Name: (printed) GREGORY W. JEFFRIES Title: VICE PRESIDENT

Company: (legal registered) CRAIG A. SMITH & ASSOCIATES, INC.

Address: 1000 W. McNAB RD, #200

City: POMPANO BEACH State: FL Zip: 33069

Telephone No.: 954-782-8222 Fax No.: 954-786-8927

Signature:  Date: 8-23-06

Our company ☒ will, will not ☐ accept the Town of Davie VISA Credit card for payment.

You must submit a completed W-9 form and a completed Vendor/Bidder Disclosure form with your bid.



CRAIG A. SMITH & ASSOC.
1000 West McNab Road
Pompano Beach, FL 33069
954.732.2212 fax 954.735.8927

Form W-9
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2

Name (as shown on your income tax return) CRAIG A. SMITH & ASSOCIATES, INC.	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.) 1000 W. McNab Rd, Suite 200	Requester's name and address (optional)
City, state, and ZIP code Pompano Beach, FL 33069	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the amount is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								
59-2101 104716								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of
U.S. person ▶

Date ▶

8-14-06

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct for you are waiting for a number to be issued;
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal estate purposes, you are considered a person if you are

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.

**Town of Davie
Vendor/Bidder Disclosure**

I, GREGORY W. JEFFRIES being first duly sworn state that:
The full legal name and business address of the person(s) or entity contracting with the
Town of Davie ("Town") are as follows (Post Office addresses are not acceptable):

Name of Individual, Firm, or Organization:

CRAIG A. SMITH & ASSOC. INC

Address:

1000 W. McNAB RD #200

POMPANO BEACH, FL 33069

FEIN

59-2010476

State and date of incorporation

FL, AUGUST 7, 1980

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address	Ownership
<u>STEPHEN C. SMITH</u>	<u>9960 MAJORCA PL.</u>	
	<u>BOCA RATON, FL 33434</u>	<u>33.3 %</u>
<u>GEORGE SCHREINER</u>	<u>1975 S. CLUB DR</u>	
	<u>WELLINGTON, FL 33444</u>	<u>33.3 %</u>
<u>M. Dale Milita</u>	<u>209 3 ST</u>	
	<u>CANAL POINT, FL 33476</u>	<u>33.3 %</u>
		<u>%</u>

2. The full legal names and business addresses of any other individual (other than subcontractors, materialmen, suppliers, laborers, and lenders) who have, or will have, any legal, equitable, or beneficial interest in the contract or business transaction with the Town are as follows (Post Office addresses are not acceptable):

Full Legal Name

Address

NONE

CRAIG A. SMITH & ASSOC.
1000 West McNab Road
Pompano Beach, FL 33069
Tel: 305-755-3927



By: [Signature]
Signature of Affiant

Date: 8-21-04

GREGORY W. JEFFRIES
Print Name

SUBSCRIBED AND SWORN TO or affirmed before me this _____ day of _____ 200__, by _____, he/she is personally known to me or has presented _____ as identification.

[Signature]
Notary Public, State of Florida at Large

Print or Stamp of Notary

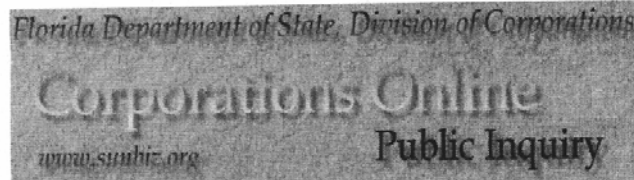


I, Heidi DuBree
My Commission DD234775
Expires November 18, 2007

Serial Number

My Commission Expires : _____

CRAIG A. SMITH & ASSOC.
1000 West McNab Road
Fort Myers Beach, FL 33959
Phone: 941-336-8927 Fax: 941-736-8927



Florida Profit**CRAIG A. SMITH & ASSOCIATES, INC.**

PRINCIPAL ADDRESS

1000 W. MCNAB RD.
SUITE 200
POMPANO BCH. FL 33069
Changed 01/07/2003

MAILING ADDRESS

1000 W. MCNAB RD.
SUITE 200
POMPANO BCH. FL 33069
Changed 01/07/2003

Document Number
681464

FEI Number
592010476

Date Filed
08/07/1980

State
FL

Status
ACTIVE

Effective Date
NONE

Last Event
NAME CHANGE
AMENDMENT

Event Date Filed
05/30/2001

Event Effective Date
NONE

Registered Agent

Name & Address
SMITH, STEPHEN C. 1000 W MCNAB RD STE 200 POMPANO BCH FL 33069
Name Changed: 01/26/2005
Address Changed: 05/04/1998

Officer/Director Detail

Name & Address	Title
SMITH, STEPHEN C.	

9960 MAJORCA PL BOCA RATON FL	VD
MILITA, M. DALE 36910 3RD ST. CANAL POINT FL	VD
SCHRINER, GENE R. 1975 SOUTH CLUB DRIVE W. PALM BEACH FL	PD
MCBRIDE, STEPHEN A. 6001 NW 62 COURT PARKLAND FL 33067	S

Annual Reports

Report Year	Filed Date
2004	03/22/2004
2005	01/26/2005
2006	03/22/2006

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